

**DETERMINATION AND FINDINGS
FOR A
SOLE SOURCE CONTRACT**

AGENCY: Mayor's Office on Asian and Pacific Islander Affairs (MOAPIA)
CONTRACT NO: TBD
CAPTION: AAPI Action Forum 2(AAF2) Consulting Services
CONTRACTOR: Bald Cypress Media, LLC

FINDINGS

1. AUTHORIZATION:

D.C. Official Code §2-354.04, 27 DCMR 1304, 1700, and 1701

2. MINIMUM NEED:

The Mayor's Office on Asian and Pacific Islander Affairs (MOAPIA) has an immediate need for the Contractor to provide additional consulting services related to the AAPI Action Forum 1(AAF1) meeting they facilitated in 2015, as a logical follow on/up to services provided by the contractor in 2015, for District AAPI residents and merchants with language and cultural barriers. The contractor will also serve as the primary liaison to engage AAPI residents to participate in the community as a whole, both economically and socially.

The period of performance is from the time of award through September 30, 2018.

3. FAIR AND REASONABLE PRICE:

The proposed fixed price for the contract is \$55,000.00.

4. FACTS WHICH JUSTIFY SOLE SOURCE PROCUREMENT:

Bald Cypress (BC) provided its interactive meeting technology services and expertise in organizing high quality community town hall meeting for the agencies first Asian American and Pacific Islander Action Forum in 2015. As a follow up to the initial town hall meeting, AAPIA will be holding an AAF2 in early 2018, and will engage BC again as a Contractor, based on their expertise and institutional knowledge gained from their involvement in the planning and facilitation of the AAF1 in 2015. BC's services for the AAF1 in 2015 were proven to be reliable, effective, and satisfactory for designing and supporting the large collaborative forum and are necessary and integral going forward in helping the agency maintain the momentum from AAF1 and achieving the overall objectives of the program.

During the 2015 meeting BC's scope included identifying key topic areas and talking points related to AAPI needs, collecting key data from participants, facilitating discussions, and holding strategic sessions with MOAPIA. Future services related to

action forums were contemplated in 2015, but not definitized. As a follow on, and in continuation of forum objectives BC will be required to engage every AAF1 participant and hopefully achieve the AAF2 best outcomes. To do this the agency needs specific/targeted AAPI-relevant program agendas and methodologies from the contractor who has in-depth experience and knowledge of the Districts AAPI communities. BC has the in-depth knowledge based on previous project experience and its role in AAF1.

Regarding BC's overall capabilities and relevant experience, the agency requires a Contractor to have background information of the AAF1 and level of community engagement that it needs in order to draw out relevant feedback and recommendations from participants. This feedback will later help shape the agency's next three year outreach strategic plan. BC has proven that they are knowledgeable and effective in developing targeted discussion topics, guide questions relating to the AAPI communities from the AAF1. Because of this, the agency will not need to invest extra time in educating a new contractor about the AAPI community and other nuances when developing content for AAF2. BC fully understands DC's grassroots AAPI community and will be able to hit the ground running in content development and outreach, when the project planning begins.

Secondly, BC understands the complexity of cultural backgrounds and different communication styles of the DC AAPI communities and realizes the importance of cultural intelligence when working with the agency and its targeted audience for the AAF2. Understanding the cultural differences and nuances is vital for the agency to plan a large forum such as the AAF2.

Also, with the assistance of BC's technical support and its adaptive agenda planning experience and capabilities, the agency was able to achieve a high participation rate at the first AAF1 and received positive reviews from the participants. It is the expectation that the same participation rate and success can be achieved using BC again.

Finally, BC has over 10-years of expertise in developing program content for both medium - large scale community meetings in the District of Columbia, which requires a technology to enable the most productive meeting that engages all forum participants and their small group dialogues. That being said, BC has an exclusivity agreement with Covision, the developer of the leading cutting edge software in the field with these technical capabilities.

With BC providing similar services from the previous scope that directly relate to the AAF1 in 2015, it would be a misuse of District resources to not utilize them for AAF2 which would cause planning to be significantly delayed.

For the above stated reasons, it is in the District's best interest to award the sole source contract to BC, as the services are a logical follow on to the services provided by the contractor during phase one of the project.

5. CERTIFICATION BY AGENCY DIRECTOR:

I hereby certify that the above findings are true, correct and complete to the best of my knowledge and belief.

Date

David Do
Director
Office on Asian and Pacific Islander Affairs

6. CERTIFICATION BY CONTRACTING OFFICER:

I have reviewed the above findings and certify that they are sufficient to justify the use of the sole source method of procurement under the cited authority. I certify that the notice of intent to award a sole source contract was published in accordance with Section 404(c) of the District of Columbia Procurement Practices Reform Act (PPRA) of 2010 (D.C. Official Code §2-354.04) and that no response was received. I recommend that the Chief Procurement Officer approve the use of the sole source procurement method for this proposed contract.

Date

Todd Allen
Contracting Officer

DETERMINATION

Based on the above findings and in accordance with the cited authority, I hereby determine that it is not feasible or practical to invoke the competitive solicitation process under Section 303, 402 or 403 of the District of Columbia Procurement Practices Reform Act of 2010 (D.C. Law 18-371; D.C. Official Code § 2-354.02 or 2-354.03). Accordingly, I determine that the District is justified in using the Sole Source method of procurement.

Date

Nancy Hapeman
Acting Deputy Director